



Mayor and Town Council Meeting

November 14, 2023 • 7:00pm
Old Fire Hall, 212 W. Green Street, Snow Hill

TOWN HALL MEETING
ZOOM ID NUMBER: 825 2800 4642

1. Call to Order/Salute to the Flag
2. Invocation/Moment of Silence
3. NOTICE AND REPORT ON CLOSED SESSION
 - A. Closed Session Notice and Report- Monday, November 6th, 5:00 PM to 7:20 PM to discuss appointments/employment of WWTP Superintendent.
4. Approval of Minutes:
 - a. Town Hall meeting – October 10, 2023
 - b. Work session – October 30, 2023
November 7, 2023
5. Oath of Office administered to Tim Walsh as a member of the Historic District Commission
6. Treasurer's Report
7. Town Manager's Report
8. Department Reports
 - a. Economic Development
 - b. Code Enforcement
 - c. Public Works
 - d. Water & Wastewater
 - e. Grants office
 - f. Julia A. Purnell Museum
 - g. Police Department
 - h. Fire Department
9. Presentation: Dr. Cynthia Byrd will provide an update on activities at the Julia A. Purnell Museum including news of Holiday events
10. Presentation: Finance Manager Lounell Hamstead will report on the First Quarter status of the Operating Budget
11. Unfinished Business

This agenda may be subject to change.

- a. Ordinance No. 2023-06 -Providing for the sale of 209 Petitt Street. First Reading.

12. New Business

- a. Appointment of Superintendent of Water & Wastewater

13. Comments from the Council

14. Comments from the Mayor

15. Comments from the Public (Speakers will be allotted a maximum of 3 minutes each)

16. Adjournment

PLEASE NOTE: Meetings will be recorded and available to the public on the website. Part of the meeting may be closed to the public in accordance with Open Meetings Act procedures. If you would like a meeting packet prior to the meeting, please email Carol L Sullivan at csullivan@snowhillmd.com.

PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)
with Instructions

Instructions to presiding officer: To meet in a closed session under the Act, the public body must first meet in open session, after providing proper notice. Make sure that the open session is attended by a member designated to receive open meetings training. If a designated member cannot attend, complete the Compliance Checklist.¹ If the public body has never designated a member for training, it must do so **before closing the session**.

Before closing the session, take two steps: (1) conduct a recorded vote on a motion to close; and (2) make a written "closing" statement. If the public body might return to open session afterwards, be sure to tell the public that. *During* the closed session, keep the discussion topics within the confines of the closing statement. *After* the closed session, the events of the closed session must be disclosed in the next open-session minutes.

The top part of this form is a model closing statement. **It has two sides.** Before closing the open session, complete items **1 through 4** on this form or in any writing with the same information. If someone pre-prepared the form for you, make sure it reflects the public body's own intended topics and reasons for closing the meeting. A member of the public may inspect the closing statement at the time of the closing and may object to the decision to close the meeting. Once the meeting is closed, the closing statement sets the agenda and may not be changed.

The bottom part of the form is a worksheet that provides a checklist of the disclosures that must be made in the next open-session minutes. The worksheet is not part of the closing statement.

1. Recorded vote to close the meeting: Date: 11-06-23 ; Time: 5:01 PM; Location: 212 W Green Street, Snow Hill, MD 21863 ;

Motion to close meeting made by: Councilmember Walsh; Seconded by Councilmember Fletcher;
Members in favor: Walsh, Fletcher, Simpson ; Opposed: NONE;
Abstaining: NONE ; Absent: Mayor Mike Pruitt

2. Statutory authority to close session (check all provisions that apply):

This meeting will only be closed under the provision or provisions checked below, all from General Provisions Art. § 3-305(b):

(1) ☒ "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation

¹ http://www.marylandattorneygeneral.gov/OpenGov%20Documents/Openmeetings/COMPLIANCE_CHECKLIST%20.pdf

of emergency plans”; (11)___ “To prepare, administer, or grade a scholastic, licensing, or qualifying examination”; (12)___ “To conduct or discuss an investigative proceeding on actual or possible criminal conduct”; (13)___ “To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter”; (14)___ “Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, *if* public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process”; (15)___ “To discuss cybersecurity, *if* the public body determines that public discussion would constitute a risk to” (i) “security assessments or deployments relating to information resources technology”; (ii) “network security information,” such as information that is related to passwords, personal ID numbers, access codes, encryption, security devices, or vulnerability assessments or that a governmental entity collects or maintains to prevent, detect, or investigate criminal activity; or (iii) “deployments or implementation of security personnel, critical infrastructure, or security devices.”

3. For *each* provision checked above, the corresponding topic to be discussed and the public body’s reason for discussing that topic in closed session, in as much detail as possible without disclosing the information that may be discussed behind closed doors:

Citation (insert # from above)	Topic <i>We expect to discuss these matters:</i>	Reason for closed-session discussion of topic - <i>We are closing the meeting to discuss this topic because:</i>
§ 3-305(b)(1)	To discuss employment	Interview candidate for WWTP Superintendent
§ 3-305(b) ()		
§ 3-305(b) ()		
§ 3-305(b) ()		

4. This statement is made by Councilmember Simpson, Presiding Officer.

**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION THAT MUST BE
DISCLOSED IN THE MINUTES OF THE NEXT OPEN SESSION (§ 3-306)(c)(2) or § 3-104**

For meetings closed under an exception, as disclosed above:

Time of closed session: 5:01 PM Place: 212 W. Green Street, Snow Hill, MD 21863

Purpose(s): To interview candidate for WWTP Superintendent

Members who voted to meet in closed session: Councilmembers Walsh, Fletcher, Simpson

Persons attending closed session: Town Manager Rick Pollitt, Councilmembers, Janet Simpson, Diana Walsh, Margaret Fletcher, Staff Carol Sullivan,

Authority under § 3-305 for the closed session (see chart above): §3-305(b)(1), (7)

Topics actually discussed: Council to interview candidate for WWTP Superintendent position.

Adjourned 5:43 P.M. Motion made by Councilmember Fletcher and seconded by Councilmember Walsh - the vote was unanimous.



SNOW HILL MAYOR AND COUNCIL MEETING

Mayor & Town Council Meeting Minutes

Tuesday, October 10th, 2023

7:00pm – Regular Session

A regular meeting of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, October 10th, 2023, with Mayor Pruitt presiding.

PUBLIC OFFICIALS PRESENT

Mayor Mike Pruitt
Councilmember Diana Walsh- via Zoom
Councilmember Janet Simpson
Councilmember Margaret Ann Fletcher

STAFF IN ATTENDANCE

Maureen Howarth, Esq. Town Attorney
Andy McGee, Police Department Chief
Carol Sullivan, Executive Administrator
Jerry Jeffra, Clerk
Randy Barfield, Public Works Director
Lorissa McAllister, Economic Development Director
Paul Bessette, Grants Administrator
Rick Pollitt, Town Manager

Mayor Pruitt called the meeting to order at 7:02pm and led the Pledge to the Flag. Mayor Pruitt asked for a moment of silence for the recent violence between Israel and Hamas.

1. Notice and Report on Closed Session:

Mayor Pruitt delivered a report of the closed session held during October 3rd, 2023's Work Session, located at 212 W. Green Street Snow Hill, MD, at 6:14pm, for the purpose of "to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this body has jurisdiction; any other personnel matter that affects one or more specific individuals", and, "to consult with counsel to obtain legal advice." The motion to close was made by Councilmember Walsh and seconded by Councilmember Fletcher, and

passed unanimously. The purpose was to discuss appointments to Boards and Commissions and to consult with counsel to obtain legal advice.

2. Approval of Minutes:

Councilmember Fletcher made a motion to approve September 12th 2023 Mayor & Town Council meeting minutes, August 29th, September 5th, September 26th, October 3rd 2023 Work Session meeting minutes and September 11th 2023 Special Town Council meeting minutes, seconded by Councilmember Simpson and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

3. Treasurer's Report

Councilmember Simpson made a motion to approve the Treasurer's Report, seconded by Councilmember Fletcher and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

4. Town Manager's Report

Town Manager Pollitt added to his report about the moratorium the Town has adopted on the acceptance and processing of an application or site plan and/or issuance of other zoning approvals for the operations of businesses engaged in the processing and /or selling of cannabis and to soon host a public hearing with intentions of having it function as a panel discussion. Mr. Pollitt said the repairs to the pavilion at Sturgis Park is going well, he also spoke briefly about the Summerfield annexation, the Circuit Rider position, the internship partnership with Salisbury University, and about changing the work session of October 31st to another date.

Councilmember Walsh inquired about the Circuit Rider program and the intern.

5. Department Reports:

a. Economic Development Report:

No additional comments were made at this time.

b. Code Enforcement Report:

Mr. Pollitt spoke to the update of the tracking process that Code Enforcement Officer Marty Sullivan is progressing on. Councilmember Simpson asked about the recent Historic District Commission decision on a demolition request.

Councilmember Walsh asked about the update on spreadsheets detailing applications and inspections, filed complaints and on the electronic filing system.

c. Public Works Report:

Public Works Director Randy Barfield spoke to the concrete pouring to the steel beam's foundations to the pavilion in Sturgis Park, and the cleaning of Sturgis Park's bathrooms.

d. Grants Office:

Grants Administrator Paul Bessette stated that he tabled the software program for now that would support his duties and he is investigating into using free alternative resources that would help him with his duties.

e. Water & Wastewater Report:

Mr. Barfield said that George Smith's last day is October 31st. He spoke about the amount of work done to the plant since he has been supervising the plant. Councilmember Simpson asked about the recent interview for the WWTP Superintendent position. Councilmember Walsh asked about the condition of the Black-Eyed Susan.

f. Museum Report:

No report was submitted; no additional comments at this time.
Mayor Pruitt would like to invite Dr. Byrd to our next Council meeting.

g. Police Department Report:

Police Department Chief Andy McGee spoke about the upcoming events such as the Seafood Festival, asked for if the hours for Halloween should be like last year's, and to the recent arrests.

h. Fire Department:

No additional comments were made at this time.

6. Presentation: Olga Deshields Mural Project

Olga Deshields presented her idea about honoring Evelyn Allen and her legacy by creating a mural on the side of the Maryland Coast building.

7. Unfinished Business**a. Appointments to Boards & Commissions**

Mayor Pruitt would like to appoint Jan King to the Board of Elections, John Gilliland to the Planning and Zoning and Doug Fisher to the Historic District Commission he would like to appoint Tim Walsh to the Historic District Commission with the blessing of the Ethics Commission. Council approved the appointments by the following actions:

Councilmember Simpson made a motion to appoint Jan King to the Board of Elections. Seconded by Councilmember Fletcher and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				

<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Simpson made a motion to appoint John Gilliland to the Planning and Zoning. Seconded by Councilmember Fletcher and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Fletcher made a motion to appoint Doug Fisher to the Historic Commission. Seconded by Councilmember Simpson and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Simpson made a motion to appoint Tim Walsh to the Historic Commission with the blessing of the Ethics Commission. Seconded by Councilmember Fletcher and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

b. Award of bid for Black-Eyed Susan

Mayor Pruitt spoke to his thoughts about the Black-Eyed Susan and to its fate, and opened the floor to allow comments from the public.

Jan King and Rob Hall stated they are hopeful that should the highest bidder win that transforming the boat into a venue will be successful.

Fran Price, Neva Allen, and Shava Marsh would like to see the highest bidder take the boat.

Kathryn Culbertson spoke to the questions she submitted to the Mayor.

Mr. Pollitt said that once someone takes ownership of the boat, the Town is no longer liable for the boat, and the Coast Guard will recognize the new owner is fully liable for the boat.

Chase Phillips doesn't mind who it goes to as long as the liability is fully on the purchaser.

Clint Creesy is concerned about the boat becoming derelict if the purchaser doesn't make good on their ideas of it.

Charles Coulbourne believes that while the boat remains in Town, the citizens will always be paying for it.

Councilmember Walsh asked about Henry Wright's insurer, who will be responsible for the insurance while it is docked here in Snow Hill, and stated that it would take 6-8 months to move the boat from its current position. Mr. Barfield confirmed that according to the State Highway Department, the boat can pass the drawbridge.

Councilmember Simpson made a motion to accept the Mayor's recommendation to accept Henry Wright's bid. Seconded by Councilmember Walsh and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Following the council's vote, the Mayor read resolution 2023-06 to sell the boat.

Councilmember Fletcher made a motion to pass resolution 2023-06 to sell the boat to Henry Wright for \$75,000 with additional terms and conditions. Seconded by Councilmember Simpson and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

c. Public Hearing: 209 Petitt Street to determine the property is no longer needed for public use:

Mr. Pollitt said that 209 Petitt Street was a vacant lot that is not buildable and is no longer needed for public use. He said that he sent a letter to the adjacent property owners to see if they were interested in purchasing the lot.

Councilmember Simpson made a motion to go into public hearing to determine if 209 Petitt Street is no longer needed for public use. Seconded by Councilmember Fletcher and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				

<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

There were no comments made by the public by this time.

Councilmember Simpson made a motion to close public hearing to determine if 209 Pettit Street is for public use. Seconded by Councilmember Fletcher and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Councilmember Simpson made a motion to determine 209 Pettit Street is no longer of public use and to begin the process of selling it. Seconded by Councilmember Fletcher and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

8. New Business

There were no additional comments made at this time.

9. Comments from the Council

The council shared their comments, thankful for everyone's input and attendance tonight.

10. Comments from the Mayor

Mayor Pruitt is thankful for the voting process on the Black-Eyed Susan and for everyone's participation.

11. Comments from the Public

Fran Price wants to see the Town obtain electronic kiosks.

Carol Jenkins-Pike commented about the governor's house for sale and wants to see its history protected.

12. Adjournment

Councilmember Simpson made a motion to adjourn. Seconded by Councilmember Fletcher. The time was 8:41pm and passed unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Respectfully Submitted,

Jerry Jeffra
Clerk I



SNOW HILL MAYOR AND COUNCIL MEETING

Special Council Meeting Minutes

Monday, October 30, 2023

4:30 pm – Special Session

A special Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Monday, October 30, 2023.

PUBLIC OFFICIALS PRESENT

Mayor Mike Pruitt
Councilmember Janet Simpson
Councilmember Diana Walsh
Councilmember Margaret Ann Fletcher

STAFF IN ATTENDANCE

Maureen Howarth, Esq. Town Attorney
Rick Pollitt, Town Manager
Carol Sullivan, Executive Administrator

1. Call to Order:

Mayor Pruitt called the meeting to order at 4:30pm.

2. Black-Eyed Susan:

A. Termination of Promissory Note and Preferred Mortgage:

Town Manager Pollitt discussed the Promissory Note and Preferred Mortgage. He said that the Town would be refinancing the Black-Eyed Susan promissory note.

B. Confessed Judgment Note:

Town Manager Pollitt discussed that the new note would be a Confessed Judgement Note in the amount of \$300,000, this is a no interest loan. The Town would pay back to Worcester County in twelve (12) consecutive yearly installments payments in the amount of \$25,000 beginning January 1, 2025.

In a motion Councilmember Simpson, seconded by Councilmember Walsh to approve the Termination of Promissory Note and Preferred Mortgage and the Confessed Judgement Note.

The motion was unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

C. Updated purchase and sale:

Town Manager Pollitt stated that a Zoom meeting was held with Mr. Henry Wright, Bonnie Markell, their attorney James Oconner, Code Enforcement Officer Marty Sullivan, Maureen Howarth, Carol Sullivan. Keith Lackey and Tracey Gordon from Maryland Department and Planning and himself to discuss the zoning and other related items that would need to happen for the Black-Eyed Susan could be moved to their property at the River House Inn.

On Friday, we received an email from James O’Conner stating the Mr. Wright was withdrawing his bid, as he didn’t have enough time to do a thorough research to see if indeed the vessel could be permanently docked at their property River House Inn.

Councilmember Walsh made a motion to accept Mr. Henry Wright’s withdrawing his bid, seconded by Councilmember Simpson. The motion was unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Mayor Pruitt recommended to award the bid to the second highest bidder in the amount of Twenty-four Thousand Eight Hundred Dollars, (\$24,800.00) to Slaughter Creek Marina. LLC

Councilmember Simpson made a motion to award Slaughter Creek Marina, LLC, the bid in the amount of Twenty-four Thousand Eight Hundred Dollars, (\$24,800.00), seconded by Councilmember Fletcher. The motion was unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Mayor Pruitt read Resolution No. 2023-07 which stated that the sale “Black-Eyed Susan” vessel was awarded to Slaughter Creek Marina, LLC, for Twenty-four Thousand Eight Hundred Dollars (\$24,800.00) and subject to additional terms and conditions in a written contract of sale and lease with the Town of Snow Hill by close of business on November 2 2023, this bid award is rescinded.

Councilmember Walsh made a motion to pass Resolution No. 2023-07, seconded by Councilmember Fletcher. The motion was unanimously.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

3. Swearing -in of Board & Commission appointees:

Mayor Pruitt swore in Doug Fisher on the Historic District Commission, and Kenny Pusey was sworn in to serve on the Housing Review Broad.

4. Public Comment:

Fran Price asked about the collateral for the new loan with the County.
Mayor Pruitt stated that it is a good faith loan.

5. Adjournment:

Councilmember Walsh made a motion to adjourn. Seconded by Councilmember Fletcher and passed unanimously. The time was 5:01 PM.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Respectfully Submitted,

Carol L Sullivan

Carol L. Sullivan
Executive Administrator



MAYOR AND TOWN COUNCIL

Work Session Meeting Minutes Monday, October 30th, 2023

5:00pm – Regular Session

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Monday, October 30th, 2023.

PUBLIC OFFICIALS PRESENT

Mayor Mike Pruitt
Councilmember Janet Simpson
Councilmember Diana Walsh
Councilmember Margaret Ann Fletcher

STAFF IN ATTENDANCE

Maureen Howarth, Esq. Town Attorney
Rick Pollitt, Town Manager
Carol Sullivan, Executive Administrator
Jerry Jeffra, Clerk
Andy McGee, Police Department Chief

1. Call to Order:

Mayor Mike Pruitt called the meeting to order at 5:01pm.

2. Proposal for Snow Hill High School student participation in Town government: Pocomoke High School Principal Jennifer Rayne and Snow Hill High School Principal Leland Green:

Ms. Jennifer Rayne, Pocomoke High School principal spoke about the Pocomoke Junior City Council. She said there are six (6) members from the school on the Council, they attend council meetings, attend advisory planning meetings. She discussed how the students were chosen to be on the council, and why they have a Junior City Council. This will give the students leadership skills, and build civically minded-citizens.

Mr. Leland Green, Snow Hill High School principal was looking forward to forming a partnership with Snow Hill Town Council, to create a Junior Town Council. He stated that the program will have students involved in local government and they would learn the process to make decisions at the government level.

Mayor Pruitt asked if the program was up and running in Pocomoke? Ms. Rayne stated that the Junior Council has not been active, they were hoping to be up and attending meetings soon.

3. Progress Report from Code Enforcement Officer Martin Sullivan on processing office activity:

This will be rescheduled; Code Enforcement Officer Martin Sullivan was out sick.

3. Technology improvements: Text burst, audio/visual service for Town meetings:

Mr. Pollitt stated that we have just been band aiding our sound system, with no real conversation for a plan or direction. Our Zoom meetings need improvement with sound. At this time there is nothing in the budget to expand our sound system. One thing to consider is Weston Young, County Administrator, offered the County meeting room to hold our town meetings. That room is already set up with sound equipment.

Councilmember Walsh stated that she would like to see an IT/Communication position for the Town. Also, we should consider a consultant to help us with our sound, web page and social media. She would like to see residents able to log concerns on our website.

Mayor Pruitt suggested that the sound system and web design be added to the upcoming budget.

5. Town representation:

a. Eddie Lee's Restorative Circle:

Mayor Pruitt stated that Mr. Eddie Lee would like to have a Council member on the Restorative Circle. He said they meet once a month. We don't need an answer tonight, just let him know if you are interested serving on this committee.

b. Tri-County Council of the Lower Eastern Shore:

Mayor Pruitt said that it is Snow Hill's turn to represent the Tri-County Council, the term is two-years and they meet once a quarter. This will begin in January 2024. There was a discussion on what the Tri-County Council does and what to expect by serving on the Council. They Mayor would like to be notified by November 17, if you are interested in serving on the Tri-County Council of the Lower Eastern Shore.

6. Project Updates:

a. Black-Eyed Susan Contract of Sale:

There was an update at the 4:30 meeting, discussing the contract of sale and Mr. Henry Wright withdrawing his bid. The bid went to the next highest bidder Mr. John Butz in the amount of Twenty-four Thousand Eight Hundred Dollars (\$24,800.00).

b. Superintendent of wastewater treatment plant interview process:

We do have an applicant for our WWTP Superintendent. He came highly recommended by Mr. George Smith. We only received two qualified applicants; the other applicant withdrew his application before being interviewed. As some discussion, it was determined to have a closed session on November 6 at 5:00 PM to interview the candidate.

c. Salisbury University intern:

Mr. Pollitt stated that after talking with Salisbury University there maybe a student available for an unpaid internship late January. This will be mostly working remotely. Councilmember Simpson stated that students were a wiz with technology, they maybe able to help digitizing our records, help setting up for our meetings.

d. Shared circuit rider town manager position:

Mr. Pollitt stated that this is a grant funded position and will be shared with City of Pocomoke. This position is funded one year at a time and should not be considered a full-time staff at Town Hall. The job will be posted in the Ocean City Today's help wanted section. It will also be on both City of Pocomoke and Town of Snow Hill's web page. A meeting was held with Jeff Gleason, on Thursday to discuss the job description and other details concerning the position.

e. Cannabis community forum:

Mr. Pollitt stated that he would like to invite Worcester County Health Department, Department of Social Services, Worcester County Sheriff's Office and he was open to suggestions of other possible panelist. He stated that Ms. Sullivan would send out another Doodle poll for scheduling the forum.

f. Sturgis Park:

Mr. Pollitt gave an update on Sturgis Park pavilion. He stated that the repairs had been completed and inspected by our engineers. The park will be open for the Holiday season. He stated the Grant Administrator Paul Bessett will be soliciting bids for grant funded renovation to the bathrooms. The bids will be accepted until November 20, at which time they will be read aloud. He stated that a dedication to Tommy Mason will be held in the Spring of 2024, when the family could attend.

7. Future Work Session topics:

Mr. Pollitt said the following are work session topics:

- a. Dr. Hogan Pesaniello discussing the thoughts on potentially leasing the train station.
- b. Mr. Larry Bohlen, from LGIT to talk about rick management and how we can keep Town facilities in safe condition through a Safety Committee.
- c. Next steps for the PNC Bank building.
- d. Vacant building ordinances.
- e. Water and sewer meter readings, bill calculations and credit card payments.
- f. Town Coop Plan

Councilmember Simpson suggested a financial report as to where we are now in our budget. She also suggested that the Town have some kind of recognition for business celebrating mile stones.

8. Mayor & Council comments:

Councilmember Walsh thanked the Mayor and Mr. Pollitt for the bulletin point memo and emails. She also thanked the staff for getting the minutes out to them.

Councilmember Simpson stated that it was a great Halloween fun with the parade, block party, she really enjoyed the events.

Councilmember Fletcher said thank-you for a great agenda, and said we are still learning each other and how to work together.

9. Public comments:

Ms. Fran Price stated that the parade Friday was fabulous. She stated that we need to make the parking lot at Green Street safer, when the streets are blocked off.

10. Adjournment:

A motion was made by Councilmember Walsh and seconded by Councilmember Fletcher to adjourn at 7:00 PM, all in favor.

<u>NAME</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>RECUSED</u>	<u>ABSENT</u>
<u>Margaret Ann Fletcher</u>	<u>X</u>				
<u>Janet Simpson</u>	<u>X</u>				
<u>Diana Walsh</u>	<u>X</u>				
<u>TALLY</u>	<u>3</u>				

Respectfully Submitted,

Carol L Sullivan

Carol L. Sullivan
Executive Administrator



SNOW HILL MAYOR AND COUNCIL **WORK SESSION**

Monday, November 7, 2023
Old Fire Hall, 212 W. Green Street, Snow Hill

Minutes

5:00pm – Work Session

A Work Session of the Mayor and Town Council of Snow Hill, Maryland was held at The Old Fire Hall on Green Street on Tuesday, November 7, 2023 with Mayor Pruitt presiding.

PUBLIC OFFICIALS PRESENT

Mayor Michael Pruitt
Councilmember Janet Simpson
Councilmember Regina Blake
Councilmember Jenny Hall

STAFF IN ATTENDANCE

Maureen Howarth, Esq. Town Attorney
Rick Pollitt, Jr., Town Manager
Carol L Sullivan, Executive Administrator

2. Mr. Larry Bohlen, of Local Government Insurance Trust, will discuss risk management at the municipal level with an emphasis on inspection and maintenance of public facilities and public and employee safety:

Town Manager Pollitt introduced Larry Bohlen. Mr. Pollitt stated that Councilmember Simpson wanted to invite Mr. Bohlen to our work session after hearing his presentation at the Summer Conference of MML.

Mr. Bohlen introduced his colleague Allison Pinkine, she is the Loss Control Consultant.

Mr. Bohlen gave back ground information on how LGIT was formed. He discussed Risk Management and the advantage of having a Safety Committee. He stated that Ms. Pinkine would be happy to facilitate the meeting and help the Town get the committee up and running. Ms. Pinkine discussed accident investigation and the root cause which has four elements- people, equipment, environment, materials. Mr. Bohlen stated that there are training programs available on their website for the town to take advantage of like Harassment in the Work Place, they offer Defensive Driving. They have training available for new employees. This is at no cost to the Town.

3. Dr. Hogan Pesaniela will renew her interest in leasing space from the Town for a professional office and to display her mini-zoo. She has specific interest in the train station but has not abandoned her idea to use the former Peninsula Bank building:

Dr. Pesaniela said she is interested in leasing the Train Station. She would move her neurofeedback practice from her home to the train station location. She would like to lease the building for Five Hundred Dollars (\$500.00) per month. She would like to have her miniature zoo layout there as well as seeing patients. After some discussion there was consensus that we would look into leasing the Train Station or the PNC building. The Mayor stated that we should have a recommendation by the last work session in November for Dr. Pesaniela.

4. General discussion on surplus properties with particular emphasis on net steps for the former Peninsula Bank Building:

Mayor Pruitt discussed the surplus properties. He explained that the three (3) vacant lots on Market and Federal Streets only one was donated to the Town. He said one was purchased at a tax sale and the other one the Town purchased. Two of the lots are zoned general commercial, while the one lot is high density residential.

Susan Pruitt spoke to the Mayor and Council on behalf of Ms. Scarborough that they the Scarborough donated the property to build a new police station. Ms. Pruitt stated that the Scarborough was not interested in receiving the property back. She suggested maybe a mini park.

Mr. Pollitt has sent letters to the adjoining property owners of 203 Market Street, he did not receive a reply, it is not a buildable lot.

The PNC Bank building the Council would like to continue to pursue moving Town Hall there. Councilmember Walsh will be meeting with Kevin Brown to do a walk-through for cost estimate for renovating the building. She also suggested that we get a Flood Plan appraisal on the building, she said that Code Enforcement Marty Sullivan said the value of the building may be more.

The Willow Street property was purchased with Community Block grant, it is located in a flood zone, and in the Historic District. The town has a sewer pumping station located in back of property. We need to decide what to do with this property going forward, the building is dilapidated and it would cost more than value to renovate. If the property is sold the Town would need an easement to have access to sewer pumping station.

5. Mayor and Council Comments:

Councilmember Simpson thanked everybody for coming out to the meeting tonight. She stated that the discussion about risk management was very informative.

Councilmember Walsh agreed she enjoyed the discussion on safety and risk management. She stated now we need to discuss our next step. Councilmember Walsh would like to have active shooting training. Ms. Howarth stated that the Sheriff's Department held a training for the County employees and maybe they would have a training of us.

Councilmember Flether agreed that the LGIT presentation was very informative and we should have a safety committee and train our employees. She was also glad to discuss the surplus properties.

6. Public Comments:

Mr. Eddie Lee stated that LGIT brought a lot of good news, but they didn't talk about the price tag to implement the program.

Ms. Fran Price asked about our exit signs in the Fire House.

Mr. Rob Hall suggested that the Town donate the property at Willow Street to the African American foundation.

Mr. Eddie Lee echoed support in donating the Willow Street property to the African American Foundation.

7. Adjournment:

Councilmember Simpson made a motion to adjourn at 7:32 PM, seconded by Councilmember Walsh.

Respectfully submitted,

Carol L Sullivan

Carol L. Sullivan
Executive Administrator



"I, Tim Walsh, do swear that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Historic District Commission for the Town of Snow Hill, according to the Constitution and Laws of this State.

Sworn to before me this 14th day of November, 2023

Mayor Michael Pruitt

Tim Walsh



Economic Development May Report

November 14th, 2023

Events

October First Friday is one of the more popular First Fridays and this year was no different. The Pet Costume Parade and AMP Studio are community favorites that have become a staple to kick off the Fall season. We had 14 parade participants, 23 vendors, and a large crowd of attendees.

The SHACC Seafood Festival was also successful, with all tickets sold. There were some complaints by downtown merchants that the picnic tables being set out two days in advance impeded business, as parking was not available Friday or Saturday. This will be a discussion topic for the next Chamber board meeting.

The second annual Halloween Parade and Block Party was a huge victory! Maryland's Coast Recreation and Parks, The Bearded Men's Society of Ocean City, Tides and Vine, Club F.E.A.R., Downtown Snow Hill, and the Salisbury Arts and Entertainment Department were all partners in organization and execution of the event. This collaboration made for a robust event that offered fun and entertainment for all ages! We look forward to an even bigger and better event next year!

We are now gearing up for the Holiday season. Since the County sold the Ice Rink we will not have that activity to offer, but Downtown Snow Hill and the merchants are organizing some events and activities that will be sure to keep the season festive.

Main Street

The Organization Committee had to cancel their October meeting, but will meet on November 8th at 5:30pm.

The Economic Vitality team has formatted their Merchant Survey using Survey Monkey and have decided to allow response submission through December 15th. This survey will be a jumping point for the SHACC as they craft a similar survey for their members. Due to the Holidays, the next Economic Vitality meeting will be January 25th at 5:30pm.

The Design Committee has removed the hanging planters in preparation for Holiday decorations. Olga Deshields has completed the mural on the Maryland's Coast building, memorializing Evalyn's Village Inn. The Design Committee will meet again on November 8th at 7pm.

At the last meeting, the Promotion team discussed Holiday promotions and event and activities to replace the Ice Skating Rink. The next promotion meeting is November 9th at 6pm.

Bank Street Promenade

I met with the Worcester County Library Board of Directors who were very supportive of the Bank Street Promenade project. They had some concerns about the size of the proposed parking spaces in the library parking lot, handicap and bus accessibility, and the proposed paved area connecting the parking lot to Willow Street. We have been working with DB&F to address these concerns and expect to present alternatives to the board members by the end of November. We expect to have a final site plan completed by the end of this year.

Sustainable Communities

To date, the Workgroup has completed the action plan for four of the six sections. We are on track to have the action plan completed by the end of November. The next meeting is November 15th at 5:00pm.



Code Enforcement Report Town of Snow Hill

Submitted by Martin Sullivan, Code Enforcement Officer
Activity for October

<u>Permits:</u>	<u>Code Violations:</u>
Building permits issued: 7 1 Residential Roof 1 Residential Fence 1 Church ADA Ramp 1 Commercial Façade repair 1 Residential Foundation repair 1 Residential Siding 1 Residential Shed	Grass/Weeds: 2
General purpose permits:	Bulk/Tree/Yard Waste: 2
Occupancy Certificate: 3 106 Pearl St 104 Pearl St unit A 104 Pearl St unit B	Stop work orders: 2 409 Market St 106 Ross St
<u>Inspections:</u>	Municipal infractions:
	Zoning violations:
Footing/Stake Out inspections:	
Framing/ inspections: 1	<u>Planning:</u>
Sheathing/Insulation inspections: 1	
Final inspections: 3	Building Plans Reviewed: 2
Rental inspections: 3	Site Plans Reviewed: 2
Site inspections:	

Received 3 new complaints this month

102 N Collins St – working without a permit. Owner did have a permit.

205 S Morris tenant complaining no heat. Owner contacted he is replacing system and technician turned off unit during repair.

409 Market St working with out a permit. Owner contacted and stop work order placed on property, owner complying with permitting office to obtain proper permits.

New Software for code enforcement, building permits, and rental inspections is progressing with online training seminars. Program should be live in 2 to 3 weeks.

Historic District Commission

2 meetings held in October

First meeting October 4

First applicant property owner at 206 E Federal St seeking appropriateness for new siding and new windows - approved.

Second applicant was seeking appropriateness to demo building at 310 N Washington St- approved

Second meeting October 10

Property at 107 W Green St seeking appropriateness for location of public art on side of building- approved

Planning Commission

Meeting held October 16 preliminary plat for tax map 201 parcel 1717 on Morris St to divide lot into 5 lots – approved.

Board of Appeals

No Meeting Scheduled



PUBLIC WORKS REPORT

October 2023

Trash 93.51 Tons

Recycle 2.62 Tons

Sweeper dirt 0 Tons

Yard waste 0 Tons

Calls:

- Water – 2
- Sewer – 4

Miss Utility locates – 64

Projects –

- Purnell Street Infrastructure – still on schedule
- Market Street Sewer Lining- See attachments for updates.
- Sturgis Park Pavilion all structural repairs are completed and has been made available for rentals effective October 31, 2023.
-
- **Events**

**Town of Snow Hill
Water & Wastewater Report
October 2023**



Water Department:

- ❖ 6,183,900 gallons of water was treated with Fluoride, Chlorine, and Polyphosphate and distributed this month.
- ❖ 41,905 gallons of water was treated with Chlorine and supplied by a separate well to Duck Inn and McDonald's area for the month.
- ❖ 1018 MDE required Water Quality Monitoring tests were performed by Town personnel.
- ❖ 3 monthly Drinking Water Coliform tests were collected by Town staff and tested by the contract lab, Ocean City Lab Services. All test results came back negative.
- ❖ Daily checks were performed on all three of Town Community wells and on the Non-community well serving the McDonald's/Duck Inn area. We are proudly to say that our drinking water meets the requirements of MDE and its quality is safe to drink.
- ❖ Water Department personnel spent two work days at the end of the month reading meters for the Towns billing department.
- ❖ Daily Log Books, Monthly Operating Reports and test results are available for inspection at the Wastewater Treatment Facility.

Wastewater Department:

- ❖ 9,802,290 gallons of wastewater was treated this month.
- ❖ 526 Process Control and Permit compliance analysis were performed by Town operations staff.
- ❖ 114 NPDES Permit required tests were performed by the contract lab, Ocean City Lab Services.
- ❖ 0 gallons of Septage were received and treated at the Wastewater Treatment Facility.
- ❖ 0 gallons of Leachate from Worcester County Landfill were received and treated at the Wastewater Treatment Facility.
- ❖ No Leachate was received from the Accomack County Landfill.
- ❖ All four lift stations were checked daily.
- ❖ 0 tons of Biosolids were produced by dewatering and removed from the Wastewater Treatment Facility to the Worcester County Landfill.
- ❖ All monthly preventive maintenance was performed by Town operations staff for the month.
- ❖ Daily Logs and Monthly Operation Reports are available at the Wastewater Treatment Facility Office for inspection.
- ❖ George Smith from Susquehanna Operational Services has stepped down as superintendent of the Wastewater/Water department as of November 1st and Earl Ludy has stepped in as Superintendent until the town hires a new permanent superintendent.

Prepared by Dylan Ortiz 11/2/2023

GRANT PROGRAM MONTHLY REPORT

October 2023

Grants Inventory

Grants currently open: **10**

New grants approved by funding agencies: **0**

Grants closed this month: **0**

Grants awaiting approval: **1**

- Community Legacy (DHCD): \$80,000 requested

Approximate Grant funding available for spending: **\$1,240,775**

New Grant Applications

New grant applications submitted: **0**

Grant reports submitted (Quarterly/Annual/Final): **1**

Reports submitted on-time: **1**

Perspectives

The Town still has ten grants open. We are waiting for final approval of the *Community Legacy Grant* application. This is a grant we have received before and notification is usually in the Spring. I am in contact with all related state agencies to maintain compliance with standards and requirements of expenditures, reimbursement and reporting.

The grant reporting and compliance procedures for the Market Street sewer project have started to ramp up. Meetings with our representative from CDGB and also with our engineers have helped to organize the multitude of complex requirements for maintaining compliance with the funding agency. November will be an active month for grant management.

Solicitation for bids on the rehabilitation of the Sturgis Park restrooms started on 10/20/23. The bid package was released on 11/3/23. I have attached an addendum detailing the progress on this project.

To date, I have had demos from six grant management software companies. These six packages will be further investigated through actual test trials to determine the best candidate(s). Based on the usability information I gather and cost proposals, I will make recommendations this month for potential approval.

I continue to listen to people's ideas and search for new opportunities for our Town. I am open to communication and welcome the input of our citizens. I am here to help.

Respectfully, P.N. Bessette

STURGIS PARK RESTROOM UPDATE

10/30/2023

This report will provide a cursory update on the progress of the grant funded rehabilitation of the Sturgis Park restrooms and picnic table replacement. If further clarification or details are needed, please contact me.

The grant funding that encompasses these projects was approved by the Department of Natural Resources, Community Parks and Playgrounds division on 8/23/23 and we received written notification on 8/29/23. Upon verification of funding, I started the process of allocating the funds to two different projects under this grant. The first task is the rehabilitation of the restroom facilities located in Sturgis Park, and the second is the replacement of some of the picnic tables throughout Sturgis Park and Byrd Park.

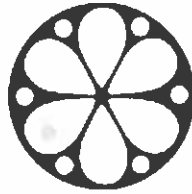
I performed a site inspection of the restrooms to assess the level of replacement/repair that might be necessary. I determined, through my own knowledge and experience, questioning contractors, and the input of other members of Town staff, that the initial cost estimate may have been too low. This fact will have an impact on the final allocation of funds for the different parts of the grant. I checked with our state representative and made sure this would be acceptable. I was told it was fine as long as we maintained the original projects in the agreement.

I researched fixture costs, material costs, and average labor costs to determine a list of basic specifications for such a project to make sure I would have a better understanding of the varied tasks involved with the job. I contacted a local contractor of reliable reputation and sufficient related experience to give the Town a new good faith, non-binding estimate, based on my specifications, which he agreed with. I received the estimate after about a month. As I suspected, the new estimate was substantially higher (approx. \$10,000). We have enough grant funding to handle the difference. I will adjust the specifications and quantity of picnic tables to match the remaining funds after completion of the restrooms. As long as no hidden concerns are revealed during demolition, the job should proceed as expected.

I started the process of crafting an appropriate RFB (Request for Bids) while the Town was waiting for the estimate. The Town did not have a standardized document available for these types of service or materials purchases. I researched similar documents from Snow Hill records, other municipalities within Maryland and other states. I came up with a working document with the help of our Town Attorney to use for this transaction. The document will be a work in progress and parts of it will be applicable to other tasks the Town will need to undertake in the future. It will be a valuable time saver for the Town.

The solicitation for bids public announcement was published in *OC Today* on 10/19/23 and 10/26/23 to run for the required minimum fourteen day period per the Town of Snow Hill Sustainable Purchasing Policy. The full bid package (RFB) will be available for pick-up at Town Hall or by download from the Town's website on 11/3/23.

Respectfully, P.N. Bessette



Julia A. Purnell Museum

Director's Report
October 1-31, 2023
Dr. Cynthia Byrd

Exhibits

The museum exhibited the Delmarva Fiber Art Show and Competition with items made by and collected from community members. In addition to ribbons for Adult and Child categories, the competition included an Heirloom Pride category, where entrants showcased items from their collections made by friends and family members from the past. A reception and celebration of fiber and needle art (FiberFest) was held during Snow Hill's First Friday on October 6. Ribbons for the competition were awarded:

Contemporary Category

First Place: World Map in Cross Stitch by Carol Frazier

Grapes Doily, Needlepoint Heart, and Tatted Flowers by Stephanie Lackie

Second Place: Crochet Dresser Set by Mary Ethel Dawson

Third Place: Segment of Flower Power Community Art Project by St. Andrews Episcopal Church,
Princess Anne, MD

Heirloom Pride Category

First Place: Knitted cape by Marge Hickman, from the collection of Nancy Hickman

Second Place: Woven Coverlet from the Collection of Russ Mason, Newark

Third Place: Granny Square Afghan from the collection of Karen McDowell

Honorable Mention and People's Choice Award

Crochet Bedspread by Anna Dymowski, from the collection of Christine Kline

Items were displayed through the end of October.

The museum is planning an exhibit of Tom Mulligan's work for spring 2024. Community members with pieces of his work that they would be willing to lend for an exhibit are encouraged to contact Dr. Byrd. We would like to thank Mr. Rob Hall for his help in identifying local pieces for this project.

Public Relations and Marketing

Our membership drive is continuing through our newsletter and social media. We encourage community members and anyone who appreciates the museum's offerings to become a member. Membership admission is always free, and members are recognized for their contribution to preserving, protecting, and promoting the cultural heritage of Snow Hill, its community, and surrounding areas.

Household membership	\$25
Nonprofit organization	\$50
Corporate membership	\$100
Lifetime membership	\$500

Memberships can be purchased or renewed at purnellmuseum.org through our donation link. Checks can be sent to the Purnell Museum at 208 W. Market Street, Snow Hill, MD 21863. Or memberships can be purchased or renewed in person or by phone using a credit or debit card by calling the museum at 410-632-0515. Membership supports our changing exhibits and educational programs, and helps us match potential grant funds, which doubles the impact of this type of support.

Development

On October 29, Dr. Byrd attended the annual meeting of the Worcester County Historical Society where the Julia A. Purnell Museum was awarded a grant for \$1500 to support the museum's current reading room and archival project.

Education

The museum will host an educational field trip for a group ages 7-12 on November 15 focused on Native American traditions and foodways on the Eastern Shore.

Upcoming Events

The museum will host its Holiday Open House on Friday, December 8 from 5-7pm with a lavish display of antique toys, vintage holiday decorations, Victorian-era refreshments, a craft to take home, and locally made items for sale in our gift shop. We will be open during Snow Hill's Dickens Christmas Weekend with staff in period costume.



Snow Hill Police Department

216 W. Green Street
Snow Hill, Maryland 21863
Telephone: 410-632-2447
Fax: 410-632-9943

R. Andrew McGee
Chief of Police

"Police and Community Building Partnerships"

November 3 , 2023

To: Mayor and Town Council

From: Chief R. Andrew McGee

Re: October 2023 Police Report

The Police Department continues to work with our downtown businesses and addressing the parking concerns along Pearl and Green Street. To date, we have issued 10 warnings and 4 citations for parking violations in that general area. We will continue to monitor the streets for violations of the 2 hour time limit as well as the off street parking.

The annual Seafood Festival was well attended and without incident. Everyone appeared to have a good time and we enjoyed seeing everyone.

The annual Halloween Parade was very successful, and we had no incidents to report. We enjoyed seeing everyone out and about. Halloween night was also without incident with no calls for service related to the event. We would like to thank our community for exercising caution and patience during the event.

Officers are finishing up their yearly training over the next two months. This includes firearms, use of force, mental health first aid, and additional requirements from the Police Training Commission. Both of our Sgt's have attended advanced training in Homicide Investigation and Leadership Courses provided by the FBI. We hope to have our new officer start with us on November 13, 2023 and that will bring us up to 8 full time members. It's been several years since we have been at full staff. One of our new patrol vehicles was recently put into service and the other that was ordered last year is expected to arrive in the next few weeks.

We want to remind everyone that as we transition into the fall and winter months, our vehicle break-ins and package thefts tend to increase. During the upcoming "Holiday Season", please lock your vehicles and keep an eye on your neighbors. Report any suspicious persons or items to the Police Department immediately.

COMMUNICATIONS

Events by Nature Code by Agency

Agency: SHPD, Event date/Time range: 10/01/2023 00:00:00 - 10/31/2023 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
SHPD	911 HANG-UP	0	0	6	6	1%	0:03:01	0:03:54	0:06:06	1:10:51	0:11:49
	ACCIDENTS VEHICLES PD	0	0	3	3	0%	0:02:42	0:06:03	0:20:48	0:49:57	0:16:39
	ALARMS BURGLAR	0	0	10	10	1%	0:02:36	0:04:14	0:06:33	1:49:37	0:10:58
	ANIMAL COMPLAINTS	0	1	3	4	0%	0:02:33	0:11:35	0:28:23	2:35:58	0:39:00
	ASSISTANCE TO OTHER	0	5	21	26	2%	0:00:49	0:04:06	0:27:49	12:41:33	0:29:17
	ATTEMPT TO LOCATE	0	1	0	1	0%	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	CHECK WELFARE	0	0	2	2	0%	0:03:41	0:05:03	0:22:11	1:01:50	0:30:55
	CIVIL COMPLAINT	0	0	1	1	0%	0:03:33	0:01:42	0:22:12	0:27:27	0:27:27
	COMMUNITY POLICING	0	2	0	2	0%	0:00:01	0:00:00	3:03:15	6:06:31	3:03:16
	DISABLED UNATTENDED VEHICLE	0	1	0	1	0%	0:00:00	0:00:00	0:16:41	0:16:41	0:16:41
	DOMESTIC COMPLAINTS	0	0	3	3	0%	0:02:05	0:04:50	0:35:20	2:06:44	0:42:15
	DRUG ABUSE LAWS	0	0	1	1	0%	0:01:48	0:09:03	0:03:10	0:14:01	0:14:01
	EMERGENCY PETITION	0	0	1	1	0%	0:02:06	0:06:27	2:01:25	2:09:58	2:09:58
	FRAUD	0	0	2	2	0%	0:04:22	0:11:00	1:06:59	2:44:41	1:22:21
	HARASSMENT	0	0	2	2	0%	0:04:50	0:01:50	0:23:01	0:48:18	0:24:09
	INFO	0	1	8	9	1%	0:03:20	0:16:11	0:07:00	2:22:59	0:23:50
	LOCKOUT	0	0	4	4	0%	0:01:38	0:04:52	0:13:06	1:18:22	0:19:36
	NON TRAFFIC MILES CUIS CHECKS	0	3	0	3	0%	0:00:00	0:00:00	0:02:23	0:07:11	0:02:24
	PAPER SERVICE	0	3	13	16	1%	0:10:43	0:06:41	0:13:12	8:58:41	0:33:40
	PATROL CHECK	0	948	0	948	79%	0:00:01	0:03:26	0:05:55	93:40:00	0:05:56
	PREMISE CHECK	0	51	0	51	4%	0:00:01	0:00:00	0:11:43	9:57:59	0:11:44
	SUPPLEMENTAL INVESTIGATION LAW	0	3	0	3	0%	0:00:00	0:02:42	0:19:24	1:00:54	0:20:18
	SUSPICIOUS PERSON VEHICLE	0	4	6	10	1%	0:01:54	0:05:51	0:10:10	2:24:15	0:14:26

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	THEFT	0	0	2	2	0%	0:33:40	0:01:43	0:10:52	1:20:42	0:40:21
	TRAFFIC COMPLAINTS	0	2	12	14	1%	0:03:18	0:05:37	0:09:58	3:44:42	0:16:03
	TRAFFIC DETAIL	0	23	0	23	2%	0:00:01	0:00:00	0:22:59	8:48:43	0:22:59
	TRAFFIC STOP	0	43	0	43	4%	0:00:01	0:00:00	0:06:00	4:18:42	0:06:01
	TRAFFIC TRANSPORTATION ACC	0	0	2	2	0%	0:01:05	0:03:29	1:03:04	2:10:52	1:05:26
	TRESPASSING	0	0	5	5	0%	0:02:22	0:14:40	0:16:44	2:48:56	0:33:47
Subtotals for No Summary Code		0	1091	107	1198	100%	0:03:41	0:06:08	0:28:27	178:07:05	0:34:50
Subtotals for SHPD		0	1091	107	1198	100%	0:03:41	0:06:08	0:28:27	178:07:05	0:34:50



SNOW HILL VOLUNTEER FIRE COMPANY, INC.

4718 Snow Hill Road • P.O. Box 83 • Snow Hill, Maryland 21863
410-632-2110 • Fax 410-632-3911

Report of Activity for the Snow Hill Vol. Fire Department October 2023

Responded to **21** Fire Related Calls

Fire Alarms:	7
Assist EMS:	3
Mutual Aid:	3*
Motor Vehicle Accidents:	2
Commercial Structure Fire:	1
Outside Fire:	1
Vehicle Fire:	1
Electrical Hazard:	1
Gas Leak:	1
Public Service (Lock in vehicle):	1

Total: **21**

Fire Calls YTD: **142**

October 2023 EMS calls: **112**

EMS Calls YTD: **889**

***Mutual Aid responses:**

Pocomoke – Residential structure fire (1)

Newark – Fire Alarm (1)

Fruitland – Brush Fire (1)

Please feel free to contact us if we can be of assistance in any way.

Respectfully submitted,

Michael Creech
Fire Chief
Snow Hill Fire Department



MAYOR AND COUNCIL OF SNOW HILL

First Reading November 14, 2023

Second Reading _____

ORDINANCE 2023 - 06

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF REAL PROPERTY LYING AND BEING SITUATE IN THE CORPORATE LIMITS OF SNOW HILL, BEING KNOWN AS TAX MAP 0200, GRID 8, PARCEL 0128 AND LOCALLY KNOWN AS 209 A AND B PETTIT STREET TO NICHOLAS MONTFORT AND NANCY RAPA

WHEREAS, Nicholas Montfort and Nancy Rapa are adjacent property owners to 209 A and B Pettit Street in Snow Hill, Maryland; and

WHEREAS, Nicholas Montfort and Nancy Rapa wish to purchase from the Mayor and Council of Snow Hill the property known as Tax Map 0200, Grid 8, Parcel 0128 situate on Pettit Street (the "Property"), and the Mayor and Council of Snow Hill has agreed to convey the PROPERTY to Nicholas Montfort and Nancy Rapa for the sum of Seven Thousand Five Hundred Dollars (\$7,500.00); and

WHEREAS, the Mayor and Council of Snow Hill acquired ownership of the Property by Deed dated April 6, 2006 and recorded in the Land Records of Worcester County, Maryland in Liber 4864, Folio 0491, et seq.; and

WHEREAS, pursuant to Local Government Article Section 5-204 (c)(3) and the provisions of the Town of Snow Hill Charter Section 20 (47) and Section 97 the Town is empowered to convey any real or leasehold property that is no longer needed for the public use, after having given at least twenty days' public notice of the proposed conveyance; and

WHEREAS, pursuant to the provisions of the Town of Snow Hill Charter, Section 20(47), the Mayor and Council of Snow Hill conducted a public hearing on October 10, 2023, for the purpose of considering the conveyance of the Property; and

WHEREAS, the Town desires to publicly declare that the Property is no longer needed by the Town for the public use and the Mayor and Council of Snow Hill has determined it is in the best interest of the Town and the public health, safety, and welfare to convey the Property to Nicholas Montfort and Nancy Rapa and that the Property is no longer needed for public use.

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND COUNCIL OF SNOW HILL, THAT:

- A. The Mayor and Council of Snow Hill be, and it is hereby authorized and empowered to convey to Nicholas Montfort and Nancy Rapa for the sum of Seven Thousand Five Dollars (\$7,500.00), the land designated as Tax Map 0200, Grid 8, Parcel 0128, and being more particularly described as follows:

ALL that lot or parcel of land lying and being situate on the southeasterly side of Pettit Street, presently designated as 209 A and B Pettit Street, in the Town of Snow Hill, Worcester County, Maryland, which is designated as Lot No. Four on the "Plat of James Samuel Price Residence Property", recorded with a deed in Liber FWH No. 124, folio 87, et seq., having a frontage on said Pettit Street of Thirty-six and three-fourths (36.75) feet and a depth in a southeasterly direction therefrom of fifty-six feet.

AND BEING all and the same property which was conveyed unto the Mayor and Council of Snow Hill by deed dated April 6, 2006 from BMW Rentals, Inc., and recorded among the land records of Worcester County, Maryland in Liber 4684, Folio 491, et seq.

- B. The Mayor, or his designee, is hereby authorized to execute any and all documents required to fulfill the terms of this Ordinance.

INTRODUCED at a meeting of the Council of Snow Hill, Maryland held on November 14, 2023.

ADOPTED AND PASSED, by the required vote of the elected membership of the Council and approved by the Mayor at its meeting held on _____, 2023.

ATTEST:

RICHARD POLLITT, Town Manager

MICHAEL PRUITT, Mayor

Approved as to form:

DIANA WALSH, Central District Council
Person

MAUREEN HOWARTH
Ayres, Jenkins, Gordy & Almand, P.A.
Office of Town Solicitor

JANET SIMPSON, Eastern District
Council Person

MARGARET ANN FLETCHER,
Western District Council Person